

### INSTRUCTIONS

A report will be submitted in the format of the attached exhibit and in accordance with the following instructions:

#### Column I--Incumbents In Grade

Indicate the total number of full-time, permanent incumbents in the grades specified as projected for July 1, 1974.

#### Column II--Managers for Special Development

Indicate the total number of managers for GS-13, 14, and 15's that fall into the following categories:

- those assigned to their first managerial position during the previous year
- those reassigned from one managerial position to another in the previous year
- the additional number of high potential employees whose development is necessary to meet agency executive manpower needs in GS-13 - 15 categories.

#### Column III--Short-Term Management Training

Indicate the estimated number of participants, man days and obligations for short-term (less than 120 days) management training in either a government or non-government facility. Management training is viewed as formal training in management related subjects, i.e., management systems, administrative organization, manpower planning (as opposed to those subjects more closely related to a technical or occupational specialty). The estimated obligations are all funds to be directly used for training such as tuition, fees, travel, and per diem. This will not include salaries and fringe benefits of trainees.

#### Column IV--Long-Term Management Training

Indicate the estimated number of participants, man-months and obligations for management training (defined above) requiring attendance for 120 days or more in either a government or non-government facility. The estimated obligations should refer to all funds used directly for training as described above.

Column V--Within Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks and if appropriate, obligations for within agency developmental assignments. A developmental assignment is defined here as any reassignment or detail or other temporary assignment in which the development of the individual is a predominant consideration, and which takes place within the agency (as defined in Circular A-11, Section 11.2). In the case of reassignments the first six months may be considered developmental; the total period of details and temporary assignments should be counted. Estimated obligations considered appropriate to report would be funds directly related to developmental assignment such as relocation, travel, per diem, etc.

Column VI--Out-of-Agency Mobility Assignment

Indicate the estimated number of participants, man-weeks and if appropriate, obligations for out-of-agency developmental assignments (defined above). An out-of-agency developmental assignment is when the temporary assignment is outside the individual's own department; e.g., another Federal agency, a State or local government, an international agency, or outside government, such as a business concern. An assignment as part of an interchange or Fellows Program would be considered as out-of-agency mobility assignment. Estimated obligations considered appropriate to report would be the same as previously mentioned in "V".

